

## ***What to do before you arrive at Brookhaven National Laboratory —***

### ***1. Make your housing arrangements***

While you have a current BNL appointment, you may be able to rent on-site accommodations. Depending upon availability and your need, you may rent a dorm room, Guest House room, a one- or two-bedroom efficiency apartment, or a three- to four-bedroom apartment. For more information, go to <http://www.bnl.gov/staffservices/OnsiteHousing/default.asp> . You can request a reservation on line at: <https://fsd84.bis.bnl.gov/secure/housingresform.asp> or by calling the Housing Office at (631) 344-2541.

### ***2. Take the necessary training and safety precautions***

Working at a government-owned laboratory is very different than working at your home institution. Brookhaven has many federal and DOE mandated requirements, regulations, and laws that you may not have to follow at your home institution but that you must follow while at BNL.

Brookhaven considers guests an integral part of their work force and as such BNL relies on its guests to be as vigilant about safety concerns as if they were employees of BNL. It is imperative that all guests follow the requirements in the safety-related procedures, training, job risk assessments, work planning, work permits and experimental safety reviews.

It is everyone's responsibility to ensure that they are properly trained for the building/facility they will be working in and properly trained for the work that they will be conducting. Some training is available on-line and can be taken prior to arrival to BNL. Check with the GUV Center at [guvcenter@bnl.gov](mailto:guvcenter@bnl.gov) for further details.

### ***3. Obtain a BNL computer account, if required***

You may request a computer account before you arrive at BNL. Further instructions can be found at: <http://www.bnl.gov/itd/amo/default.asp#p3> . Please note that BNL supports a wireless network around site.

### ***4. Make sure you have or obtain health insurance***

Anyone who will hold a guest appointment with Brookhaven Lab must have health insurance; travelers' insurance is not sufficient. Bring your medical insurance and prescription-drug cards with you to BNL in case of need. Further details can be found in the [Guidebook for Guests Conducting Research](#) .

### ***5. Remember to bring your driver's license and safe-driving skills with you***

Since buildings around the Lab are spread out and the Lab is relatively far from nearby towns, we recommend that you have a car to utilize while you are at BNL. To drive a car on site or off, you must have a valid driver's license and the car must be properly registered and insured. Traffic safety is of utmost importance at the Brookhaven National Laboratory. All New York State driving rules & regulations are enforced at the Laboratory.

For those guests who wish to educate themselves on New York State driving rules, New York State Driver's Manuals are made available to guest upon check-in. The New York State Driver's Manual is also available on the web at <http://www.nydmv.state.ny.us/license.htm>.

Residents of another state or another country, with valid driver's licenses may legally drive in New York State. If, however, you become a resident of New York State, you have 30 days after establishing residency to apply for a New York State driver's license.

Bicycling while at Brookhaven. Anyone riding a bicycle on Laboratory property must wear a bicycle helmet that conforms to the Consumer Product Safety Commission (CPSC) standard.

## ***6. Remember to label your institution and personal property***

Before you bring any equipment, instruments, materials, etc. on site, make sure that it is labeled as belonging to either you or your home institution. This way, there will be no confusion about whether or not your property belongs to and must remain at Brookhaven Lab when your appointment is over.

## ***7. Read the Guidebook for Guests Conducting Research***

The Guidebook for Guests Conducting Research is available to assist you in planning your visit to BNL and during your visit to Brookhaven. We recommend that you read this before you arrive. It provides information about shipping material to BNL, bringing hazardous materials on-site, family issues, monetary issues, safety procedures, personal safety requirements, etc. The Guidebook can be found at:

[http://www.bnl.gov/userscenter/linkable\\_files/pdf/Guidebook.pdf](http://www.bnl.gov/userscenter/linkable_files/pdf/Guidebook.pdf).